



Job Opportunity

State Controller's Office

Position: Accounting Administrator I (Supervisor)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: March 21, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Maria Martinez, (916)327-9469

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4549-004
Ref. 0321.ACT1

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Staff Services Manager II, Processing and Accounting Section, Bureau of Unclaimed Property (UCP), the incumbent is responsible for managing, planning, directing, and controlling the activities of professional and technical staff in the Accounting Unit. This unit is responsible for activities regarding the analysis and payment of stock claims and mutual funds. This unit also acts in a liaison capacity for inquiries from the public and interdepartmentally. Duties include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Plan, organize, direct, monitor, coordinate, and evaluate the accounting receipts and disbursements activities of professional and technical staff related to tracing and paying claims;
- Communicate with all levels of management, internal and external customers to carry out the goals and objectives of the Unclaimed Property Program;
- Ensure compliance with laws, rules, and regulations governing unclaimed property and specialized clients in response to the Bureau's accounting functions;
- Oversee the development and implementation of unit procedures and policies;
- Evaluate employee performance and prepare performance reports;
- Coordinate hiring and training of accounting personnel;
- Act as a member of the UCP management team in developing solutions to bureau issues, accounting systems policies, procedures, and business plans.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Maria Martinez

Reference 051-550-4549-004 Ref. 0321.ACT1 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).